

*Our Mission is to Provide Quality Public
Services in a Fiscally Responsible Manner
While Preserving the City's Open Space
Character*



NOTICE OF MEETING

**City Council Workshop
3800 Laverne Avenue North
August 8, 2017
6:30 PM**

AGENDA

- | | |
|---|----------------|
| I. Call to Order | 6:30 PM |
| II. Space Needs Study Update | 6:30 PM |
| III. CSAH 14/CSAH 15 Realignment | 7:00 PM |
| IV. Snow Removal Policy and Winter Parking Ordinance | 7:30 PM |
| V. Wastewater Incentive for 201 Users | 8:00 PM |
| VI. Items for Future Work Session Agenda | 8:30 PM |
| VII. Adjourn | 8:30 PM |

City of Lake Elmo

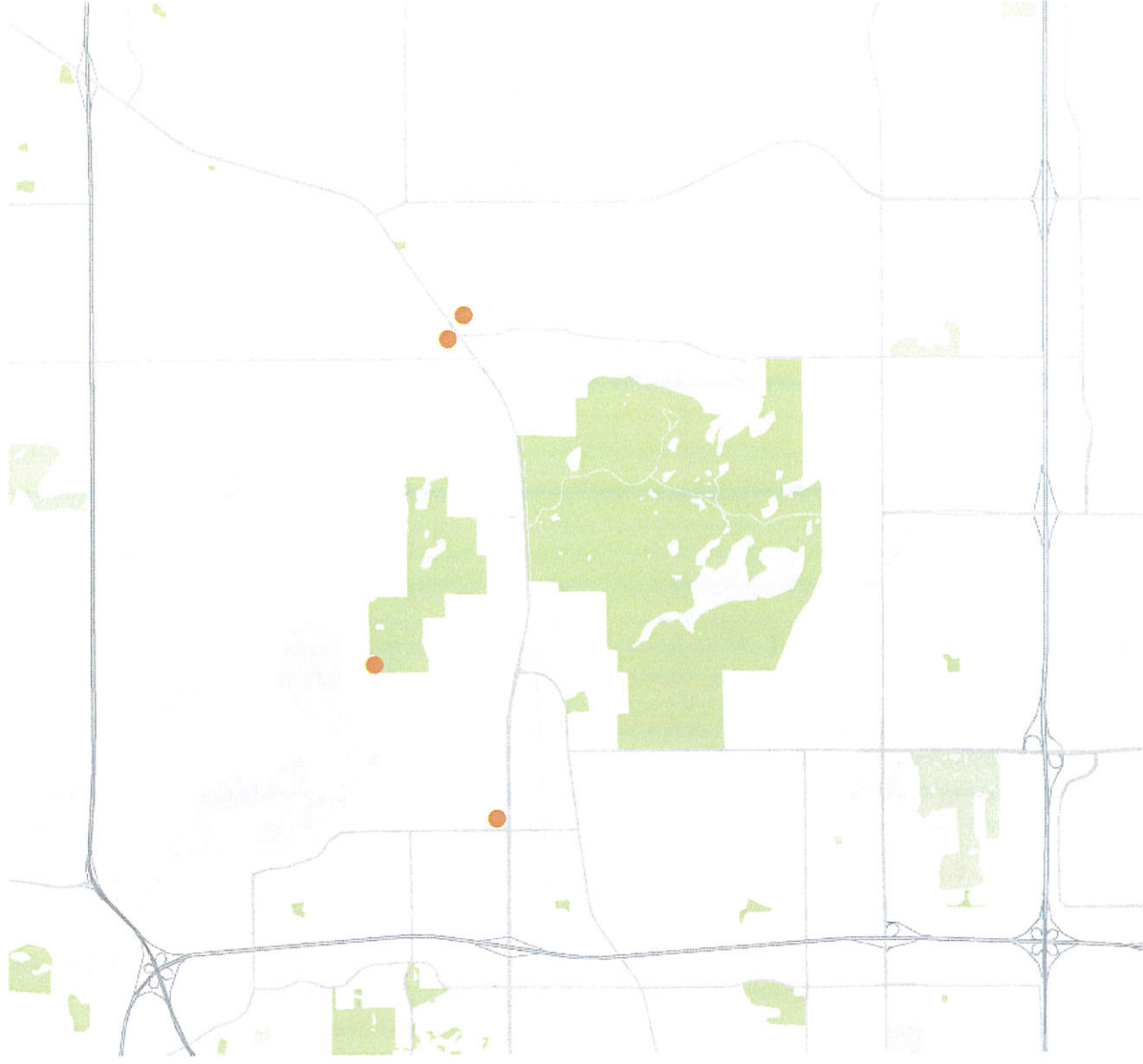
Municipal Facilities Space Needs Assessment

August 8, 2017



Study Process

- Facility Assessments
- Programming
 - City Hall
 - Fire/Ambulance Station
 - Sheriff Support
 - Public Works
- Master Planning
 - Location and configuration options
- Implementation Plan



Program– City Hall

- 9,315 square feet
(currently 5,267 square feet)
- Major components
 - Council Areas
 - Public Meeting Areas
 - Office space
 - Administration/Finance
 - Building Department
 - Planning/Zoning

Program – Fire/Ambulance Station

- Fire - 21,594 square feet (currently 8,244 square feet)
- Ambulance - 1,815 square feet
- Major components
 - Apparatus bays
 - Specialized storage, cleaning, and maintenance spaces
 - Decontamination spaces
 - Training room
 - Administration offices
 - Living spaces

Program – Sheriff Support

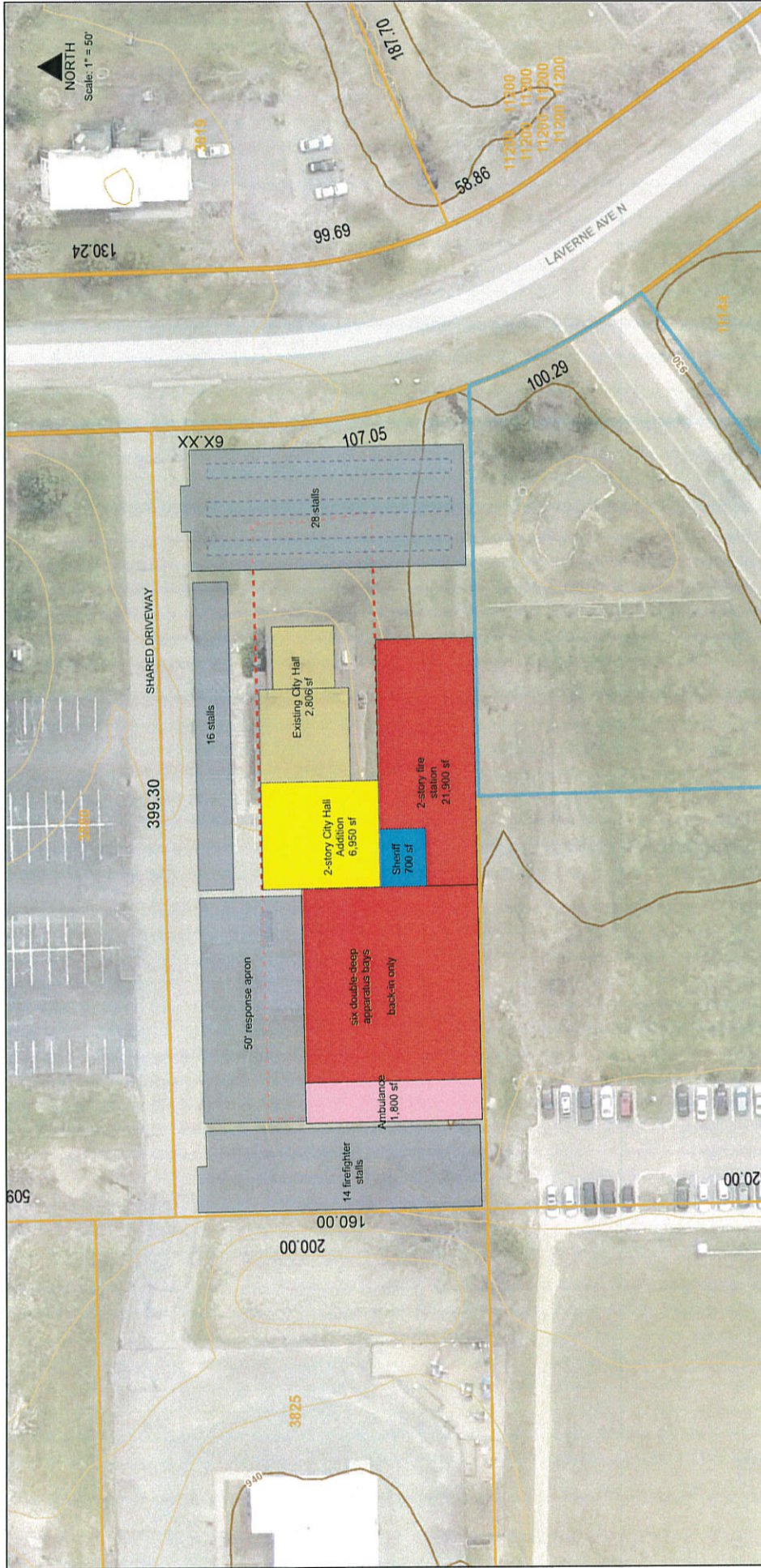
- 798 square feet
(currently 260 square feet)
- Major components
 - Evidence drop-off
 - Sergeants office
 - Report writing workstations
 - Locker/changing rooms

Program – Public Works

- 6,540 square foot addition
- Major components
 - Fleet storage bays
 - Training/Assembly/Break room
 - Locker room
 - Shop spaces
- Site work
 - Salt shed
 - New generator
 - Paving rear yard space

Master Planning

- City Hall Options
 - Remodel/Addition on site
 - Teardown and replace on site
 - Build new at Fire Station #1 location
 - Build new at greenfield location
- Fire Department Options
 - Teardown and replace on site
 - Build new at City Hall location
 - Build new at greenfield location
- Library Options
 - Co-located with City Hall
 - Located Offsite
- Sheriff Support Options
 - Located with City Hall
 - Located with Fire Station
- Public Works Options
 - Improvements to existing facility



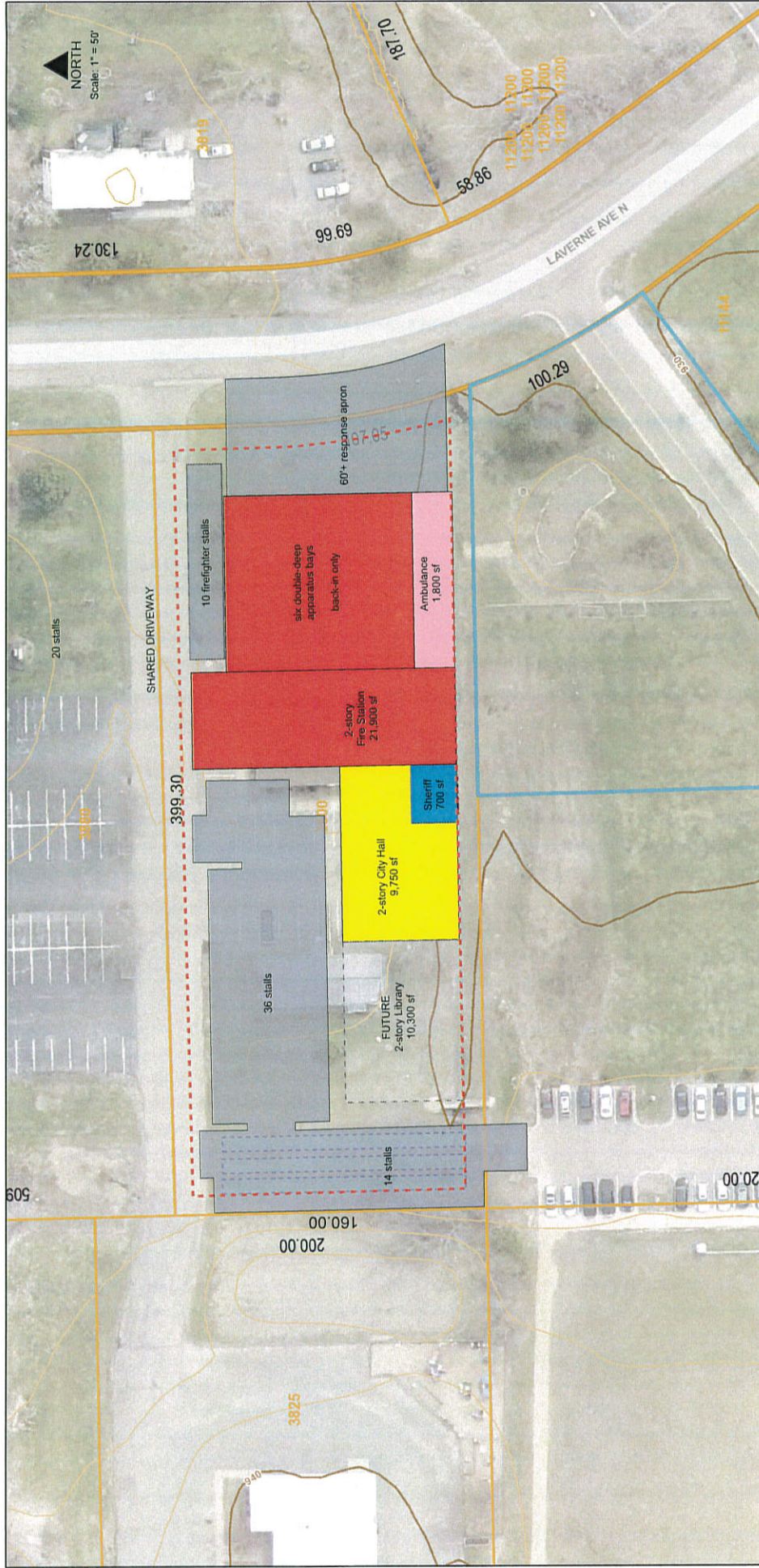
Plan A1: Co-locate at existing City Hall site (assuming current zoning, which allows setback exemption for emergency response)

PROS:

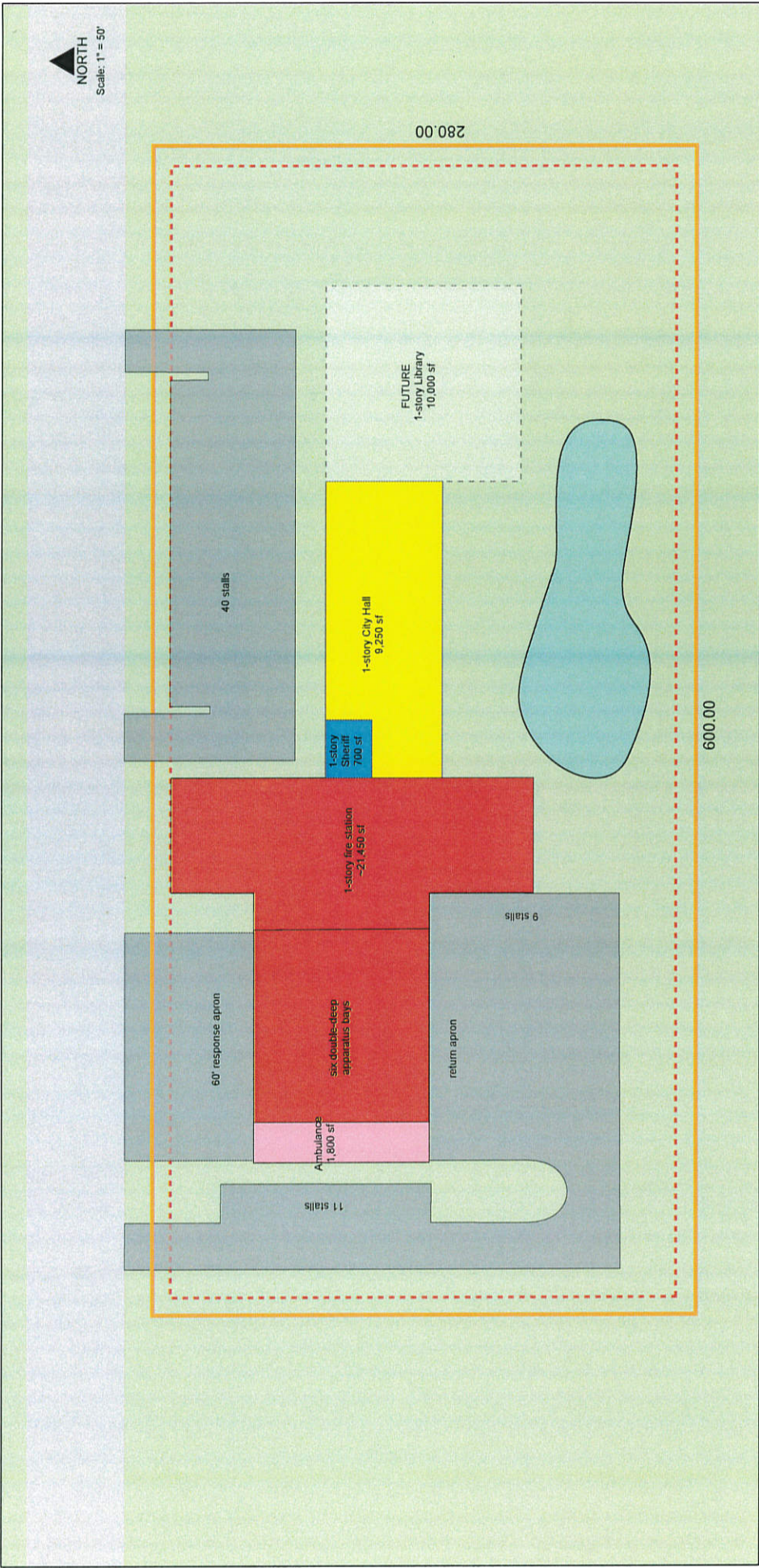
- Centrally located in Lake Elmo Village
- Improved operating efficiency and shared spaces
- Reuses existing City Hall building
- Do not need to purchase property until library is built
- Can sell existing 0.6 acre Fire Station #1 parcel
- Can re-purpose Fire Station #2

CONS:

- Cannot fit library on site
- City Hall functions disrupted during construction
- Apparatus bays are back-in only
- Apparatus movement through "parking lot"
- Shared Driveway may not withstand fire truck traffic
- Stormwater detention must go underground
- No capacity for future expansion

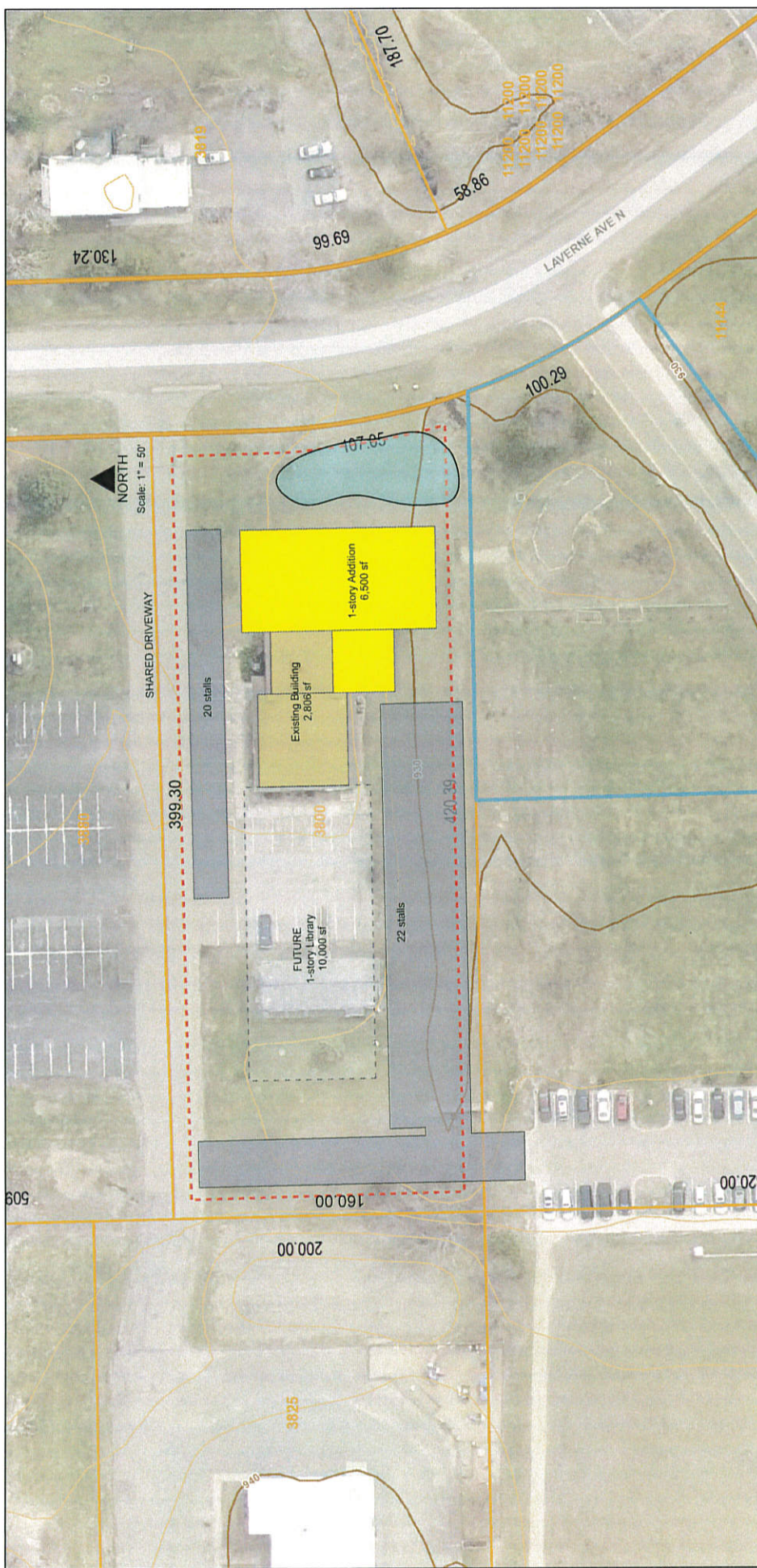


Plan A2: Co-locate at existing City Hall site (re-zone to VMX, demolish existing building)



Plan A3: Co-locate at Greenfield site (one story construction)

- PROS:**
- Accommodates all City Departments
 - Improved operating efficiency and shared spaces
 - Library can be single story
 - Can sell existing 1.5 acre City Hall parcel
 - Can sell existing 0.6 acre Fire Station # 1 parcel
 - Can re-purpose Fire Station #2
 - Room for expansion on site
- CONS:**
- Must purchase ~3.6 acres of land
 - May require extension of utilities (not in cost estimate)



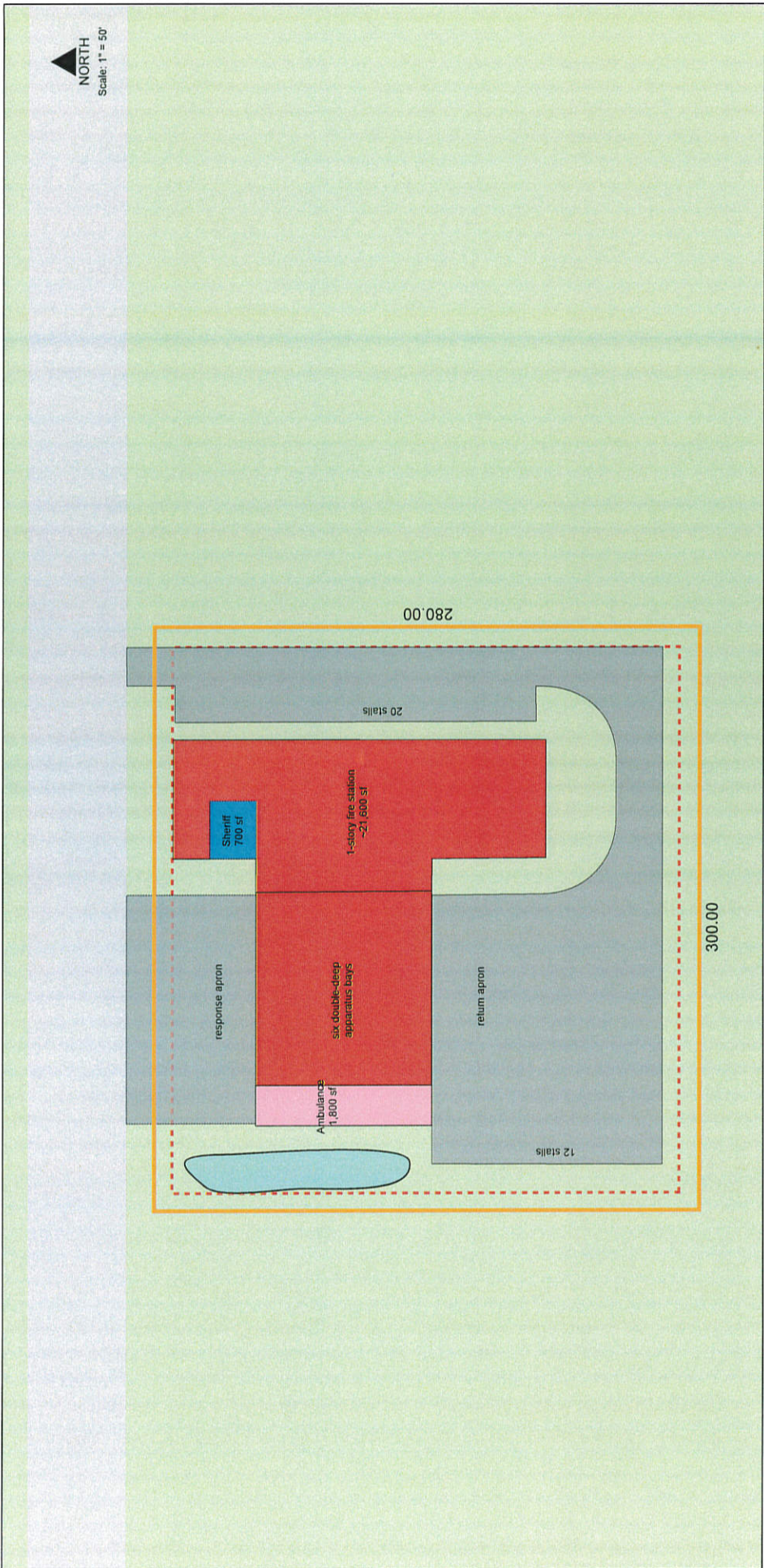
Plan B1: City Hall and Library at existing City Hall site
(re-zone to VMX)

PROS:

PROS:
Centrally located in Lake Elmo Village
Reuses existing City Hall building
Do not need to purchase property
Room for parking and building expansion
Library can be single story

CONS:

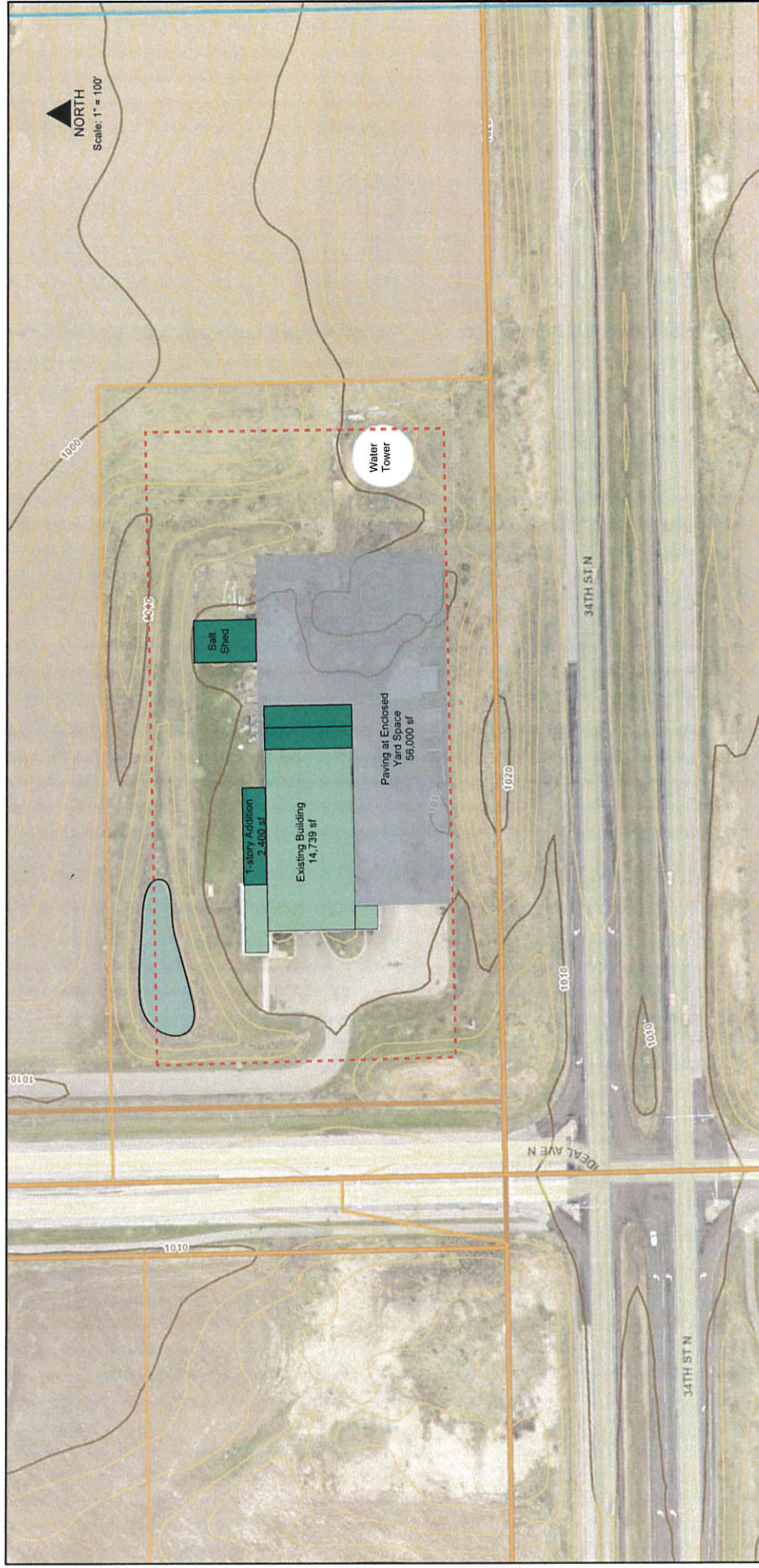
CONS:
City Hall functions slightly disrupted during construction



Plan C2: New Fire/Ambulance Station and Sheriff Support at Greenfield Site

- PROS:**
- Co-locates public safety functions
 - Improved operating efficiency and shared spaces
 - Can sell existing 0.6 acre Fire Station #1 parcel
 - Can re-purpose Fire Station #2
- CONS:**
- Must purchase ~1.9 acres of land
 - May require extension of utilities (not in cost estimate)
 - Separate from City Hall functions





Estimated Project Costs

Plan A1	Area	Cost / SF	Estimated Total
City Hall Remodeling	2,806	\$ 135	\$ 378,810
City Hall Addition	6,950	\$ 250	\$ 1,737,500
Public Safety New Construction	24,400	\$ 275	\$ 6,710,000
Site Development	61,200	\$ 4.00	\$ 244,800
Below Grade Stormwater Detention			\$ 150,000
Shared Driveway Improvements			\$ 40,000
Contingency		10%	\$ 926,111
Total Estimated Construction Costs (2017 values)			\$ 10,187,221
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)		\$ 85,000	\$ (150,000)
TOTAL ESTIMATED PROJECT COSTS (2017 values)		18%	\$ 11,837,700

Plan A2	Area	Cost / SF	Estimated Total
Demolition	2,806	\$ 22	\$ 61,732
City Hall New Construction	9,750	\$ 250	\$ 2,437,500
Public Safety New Construction	24,400	\$ 275	\$ 6,710,000
Site Development	64,000	\$ 4.00	\$ 256,000
Below Grade Stormwater Detention			\$ 150,000
Contingency		10%	\$ 961,523
Total Estimated Construction Costs (2017 values)			\$ 10,576,755
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)		\$ 85,000	\$ (150,000)
TOTAL ESTIMATED PROJECT COSTS (2017 values)		18%	\$ 12,330,571

Plan A3	Area	Cost / SF	Estimated Total
City Hall New Construction	9,250	\$ 250	\$ 2,312,500
Public Safety New Construction	23,950	\$ 275	\$ 6,586,250
Site Development	110,000	\$ 4.00	\$ 440,000
Contingency		10%	\$ 933,875
Total Estimated Construction Costs (2017 values)			\$ 10,272,625
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)	3.6 acres	\$ 85,000	\$ 306,000
TOTAL ESTIMATED PROJECT COSTS (2017 values)		18%	\$ 11,777,698

Plan B1	Area	Cost / SF	Estimated Total
City Hall Remodeling	2,806	\$ 135	\$ 378,810
City Hall Addition	6,500	\$ 250	\$ 1,625,000
Site Development	61,200	\$ 4.00	\$ 244,800
Contingency		10%	\$ 224,861
Total Estimated Construction Costs (2017 values)			\$ 2,473,471
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)		\$ 85,000	\$ 618,368
TOTAL ESTIMATED PROJECT COSTS (2017 values)		25%	\$ 3,091,839

Plan B2	Area	Cost / SF	Estimated Total
City Hall New Construction	9,300	\$ 250	\$ 2,325,000
Site Development	24,600	\$ 4.00	\$ 98,400
Relocate Power Lines			\$ 50,000
Contingency		10%	\$ 247,340
Total Estimated Construction Costs (2017 values)			\$ 2,720,740
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)		\$ 85,000	\$ 150,000
TOTAL ESTIMATED PROJECT COSTS (2017 values)		25%	\$ 3,050,925

Plan D1	Area	Cost / SF	Estimated Total
Soil Shred	2,816	\$ 100	\$ 281,600
Office Addition	2,400	\$ 250	\$ 600,000
Fleet Storage Addition	4,140	\$ 220	\$ 910,800
Yard Improvements	56,000	\$ 3.60	\$ 201,600
New Generator			\$ 75,000
Contingency		10%	\$ 199,400
Total Estimated Construction Costs (2017 values)			\$ 2,268,400
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)		\$ 40,000	\$ 408,312
TOTAL ESTIMATED PROJECT COSTS (2017 values)		18%	\$ 2,676,712

Plan C1	Area	Cost / SF	Estimated Total
Demolition	2,304	\$ 22	\$ 50,688
Public Safety New Construction	25,000	\$ 275	\$ 6,875,000
Site Development	36,900	\$ 4.00	\$ 147,600
Relocate Power Lines			\$ 50,000
Contingency		10%	\$ 712,329
Total Estimated Construction Costs (2017 values)			\$ 7,835,617
Property Purchase			
Property Sale			
Temporary Fire Station		\$ 85,000	\$ 100,000
Soft Costs (FF&E, design, testing, etc.)		18%	\$ 1,410,411
TOTAL ESTIMATED PROJECT COSTS (2017 values)			\$ 9,346,028

Plan C2	Area	Cost / SF	Estimated Total
Public Safety New Construction	24,100	\$ 275	\$ 6,627,500
Site Development	84,000	\$ 4.00	\$ 336,000
Contingency		10%	\$ 696,350
Total Estimated Construction Costs (2017 values)			\$ 7,459,850
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)	1.9 acres	\$ 85,000	\$ 161,500
TOTAL ESTIMATED PROJECT COSTS (2017 values)		18%	\$ 1,378,773

Plan C3	Area	Cost / SF	Estimated Total
Demolition	2,806	\$ 22	\$ 61,732
Public Safety New Construction	25,000	\$ 275	\$ 6,875,000
Site Development	48,000	\$ 4.00	\$ 192,000
Shared Driveway Improvements			\$ 40,000
Contingency		10%	\$ 716,873
Total Estimated Construction Costs (2017 values)			\$ 7,885,605
Property Purchase			
Property Sale			
Soft Costs (FF&E, design, testing, etc.)		\$ 85,000	\$ 500,000
TOTAL ESTIMATED PROJECT COSTS (2017 values)		18%	\$ 1,419,409

Estimated Project Costs

Option Description	Option Key	Total Estimated Project Cost (2017 values)
1 City Hall Renovation and Addition and New Public Safety on Existing Site; No Library; Public Works Improvements	A1 + D1	\$ 14,550,000
2 New City Hall, Library, and Public Safety on Existing Site; Public Works Improvements	A2 + D1	\$ 15,010,000
3 New City Hall, Library, and Public Safety on Greenfield Site; Public Works Improvements	A3 + D1	\$ 14,450,000
4 City Hall Renovation and Addition and New Library on Existing Site; New Fire Station on Existing Site; Public Works Improvements	B1 + C1 + D1	\$ 15,110,000
5 City Hall Renovation and Addition and New Library on Existing Site; New Fire Station on Greenfield Site; Public Works Improvements	B1 + C2 + D1	\$ 14,820,000
6 City Hall Renovation and Addition and New Library on Existing Site; New Fire Station on Existing City Hall Site; Public Works Improvements	B1 + C3 + D1	\$ 15,420,000
7 New City Hall and Library on Existing Fire Station Site; New Fire Station on Existing Site; Public Works Improvements	B2 + C1 + D1	\$ 15,070,000
8 New City Hall and Library on Existing Fire Station Site; New Fire Station on Greenfield Site; Public Works Improvements	B2 + C2 + D1	\$ 14,780,000
9 New City Hall and Library on Existing Fire Station Site; New Fire Station on Existing City Hall Site; Public Works Improvements	B2 + C3 + D1	\$ 15,380,000

BKV
GROUP



Next Steps

- Project Implementation Planning
 - Phasing over time
 - Costs over time
- Final Report

Proposed Winter Parking Ordinances

Below is a list of proposed winter parking ordinances. The ordinances are listed in order of preference from 1-3. These have been review by both the Sheriff's Dept. Sargent and Fire Chief for their comment from a public safety and enforcement standpoint.

1) It shall be unlawful for any person to stop, stand or park any vehicle or trailer or permit the same to stand on any street or alley within the city between the hours of 2:00 a.m. and 7:00 a.m. from November 1 until March 31 of the following year.

Parking is also restricted at any time that snow accumulation equals or exceeds 2" or more until the street is cleared of snow.

The winter parking ordinance does not apply to private streets (marked with a blue street sign), only to public roadways.

2) Following the accumulation of two (2) inches or more of snowfall in the city, it shall be unlawful for the driver or owner of any motor vehicle to park or leave standing such vehicle, trailer or implement on any street or alley. Parking may not be resumed on any street or alley until snow removal has been completed on said streets.

3) Winter parking controls are in effect from November 1 through April 1. All people will be required to park their vehicles on the odd numbered side of the street on odd dates and even numbered side of the street on even dates.

Note: The time between 7 p.m. and midnight of each day is a switchover time when vehicles can be parked on either side of the street.

These parking controls apply whether or not any snow has fallen. These parking regulations improve the City's efficiency in removing snow and eliminates confusion regarding snow emergencies and snow emergency routes.

From: [Larry Osterman](#)
To: [Greg Malmquist](#); [Rob Weldon](#)
Subject: RE: winter parking
Date: Wednesday, July 26, 2017 9:56:11 AM

#1 would be the best for us to work with and the most clear I think. We had this in Newport and when I worked in Mora. Clear and to the point makes it much easier for residents.

Sgt. Larry Osterman

Patrol Division, Lake Elmo Station
P.O. Box 3801
15015 62nd St. N.
Stillwater, MN 55082
L.E.C. 651.430.7615
Desk 651.747.3928

From: Greg Malmquist [mailto:GMalmquist@lakeelmo.org]
Sent: Monday, July 24, 2017 7:56 PM
To: Rob Weldon <RWeldon@lakeelmo.org>
Cc: Larry Osterman <Larry.Osterman@co.washington.mn.us>
Subject: Re: winter parking

Doesn't really impact us but I will support whichever one you decide

Sent from my iPhone

On Jul 24, 2017, at 14:27, Rob Weldon <RWeldon@lakeelmo.org> wrote:

Gentlemen,

Before next week's city council workshop I wanted to pass along some proposed winter parking ordinances for your review and comments. There are three proposed ordinances I have drafted, based off what neighboring communities are doing throughout the winter weather season. I have them listed in my order of preference from top to bottom of page.

I would like to hear from a Public Safety stand point your thoughts before I speak with City Council.

Thanks,
Rob

<Proposed Winter Parking Ordinance.doc>

Proposed Winter Parking Ordinances

Below is a list of proposed winter parking ordinances. The ordinances are listed in order of preference from 1-3. These have been review by both the Sheriff's Dept. Sargent and Fire Chief for their comment from a public safety and enforcement standpoint.

1) It shall be unlawful for any person to stop, stand or park any vehicle or trailer or permit the same to stand on any street or alley within the city between the hours of 2:00 a.m. and 7:00 a.m. from November 1 until March 31 of the following year.

Parking is also restricted at any time that snow accumulation equals or exceeds 2" or more until the street is cleared of snow.

The winter parking ordinance does not apply to private streets (marked with a blue street sign), only to public roadways.

2) Following the accumulation of two (2) inches or more of snowfall in the city, it shall be unlawful for the driver or owner of any motor vehicle to park or leave standing such vehicle, trailer or implement on any street or alley. Parking may not be resumed on any street or alley until snow removal has been completed on said streets.

3) Winter parking controls are in effect from November 1 through April 1. All people will be required to park their vehicles on the odd numbered side of the street on odd dates and even numbered side of the street on even dates.

Note: The time between 7 p.m. and midnight of each day is a switchover time when vehicles can be parked on either side of the street.

These parking controls apply whether or not any snow has fallen. These parking regulations improve the City's efficiency in removing snow and eliminates confusion regarding snow emergencies and snow emergency routes.

Below is a list of Winter Parking Ordinances from neighboring cities.

- **Oakdale**

(a) Notwithstanding the provisions of Section 12-18 of this Article, between the first day of November and the first day of April following, there shall be no motor vehicle left unattended or parked on any street within the corporate limits of the City of Oakdale between the hours of 12:00 a.m. and 5:00 a.m.

(b) Following the accumulation of two (2) inches or more of snowfall in the city, it shall be unlawful for the driver or owner of any motor vehicle to park or leave standing such vehicle, trailer or implement on any street or alley within the corporate limits of the City of Oakdale. Parking may not be resumed on any streets or alleys until snow removal has been completed on said streets. Any police officer who finds a motor vehicle in violation of this paragraph or during an active snow removal operation shall attempt to contact the owner of the motor vehicle and require the owner to immediately remove the motor vehicle so as not to be in violation of this section. If the owner does not immediately remove the motor vehicle or the owner cannot be located, the police officer is authorized to have the motor vehicle removed pursuant to Sec.12-12 of this Article. (Ord. 772, 01/22/13).

- **Stillwater**

Winter Parking Regulations: The current City ordinance puts odd/even parking controls into effect from November 1 through April 1 throughout the City. All people will be required to park their vehicles on the odd numbered side of the street on odd dates and even numbered side of the street on even dates.

Note: The time between 7 p.m. and midnight of each day is a switchover timewhen vehicles can be parked on either side of the street.

These parking controls apply whether or not any snow has fallen. These parking regulations improve the City's efficiency in removing snow and eliminates confusion regarding snow emergencies and snow emergency routes.

- **Mahtomedi**

What are the winter parking regulations?

Mahtomedi's winter parking regulations commence on November 1 and run through April 1. During this time, no vehicles may park on any street from 1 a.m. to 7 a.m. Parking is also restricted at any time that snow accumulation equals or exceeds 3" until the street is cleared of snow.

- **Hugo**

Winter Parking - When can I park on street?

In order to expedite the prompt and efficient removal of snow from the streets of the city it is unlawful for any person to stop, stand or park any vehicle or trailer or permit the same to stand on any street within the city between the hours of 2:00 a.m. and 7:00 a.m. from November 1 until March 31 of the following year. At all times of the year it is unlawful for any person to stop, stand or park any vehicle or trailer or permit it to stand on any public street within the city between the hours of 2:00 a.m. and 7:00 a.m. after a continuous or intermittent snowfall, during which there has been an accumulation of two inches or more of snow on any street, until the snow has been plowed or removed to the full width of the street. In addition to the foregoing, at all times it shall be unlawful for any person to park any trailer on any street within the city for an excess of 72 consecutive hours. See the [City Code](#) for additional information on street parking, snow removal and the storage of large recreational vehicles.

- **Woodbury**

Winter Parking Regulations

With the start of the winter snow season, Woodbury residents need to be aware that the city's winter parking regulations once again are in effect.

To facilitate plowing, parking on city streets is banned between 2 a.m. and 6 a.m. from Nov. 1 through April 1. City ordinance No. 14-122 also prohibits on-street parking any time two or more inches of snow have accumulated, until after the street has been completely plowed. The two-inch guideline applies to any hour of the day, any time of the year.

The winter parking ordinance does not apply to private streets (marked with a blue street sign), only to public roadways. Residents who violate the ordinance will be issued an administrative citation.

- **Oak Park Heights**

Winter Parking Prohibition. Between the 1st day of November and the 31st day of March of the following year, no motor vehicle shall be left standing or parked on the streets of the City of Oak Park Heights during the hours of 1:00 o'clock a.m. and 6:00 a.m. Any vehicle which shall be left parked or standing in violation of the provisions hereof shall be removed without notice to the owner or operator 3 by the Oak Park Heights Police Dept. Or persons employed by them with said vehicle being stored in any appropriate place. All necessary costs and expenses of towing, removing, and storing of such vehicles shall first be paid by the person claiming the vehicle before the release of same.

- **Bayport**

Winter parking

Parking of vehicles on city streets and public property is permitted during the winter months, unless posted otherwise. However, vehicles parked on the street or public property must be removed after a snowfall of 2 inches or more, until the street or area has been plowed curb to curb. Vehicles that do not comply with this regulation, or that are parked on the street more than 24 hours may be ticketed and/or towed.

- **Newport**

Winter Parking Ban

In order to provide the most efficient and safest snow removal operation, the Newport City Council has implemented a Winter Parking Ban. The ban goes into effect beginning October 1st, and remains in effect until April 30th. This ban prohibits parking on either side of any street between the hours of 2:00 a.m. until 6:00 a.m.

- **St. Paul Park**

Ordinance 66-39 prohibits parking on any street between the hours of 2 a.m. and 6 a.m. between November 1 and April 1.

At all other hours during this period, on-street parking shall be permitted only when such parking does not interfere with the removal of snow and ice from city streets.

CITY OF LAKE ELMO

Snowplowing and Ice Control Policy



Introduction

The city of Lake Elmo, Minnesota, finds that it is in the best interest of the residents of the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

1. Commencement

The Public Works Director or designee will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of two (2) inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, full street width snowplowing operations will not generally be conducted for snowfall of less than two (2) inches. Night-time plowing will usually begin at approximately 2:00 A.M. However, starting time may vary according to weather conditions.

2. Winter Parking Restrictions

72.03 Winter Parking Restrictions

It shall be unlawful for any person to stop, stand or park any vehicle or trailer or permit the same to stand on any street or alley within the city between the hours of 2:00 a.m. and 7:00 a.m. from November 1 until March 31 of the following year.

Parking is also restricted at any time that snow accumulation equals or exceeds 2" or more until the street is cleared of snow.

The winter parking ordinance does not apply to private streets (marked with a blue street sign), only to public roadways.

Social media, city website and local news stations will be used to communicate emergency parking restrictions.

3. Movement of snow

Snow will be plowed in a manner so as to minimize traffic obstructions. Streets will be plowed from the center outward to the boulevard areas.

In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow. Snow will be removed from main arterial streets first, starting at centerline and plowed to the curb. Plow district units may work together in the cleaning of these streets, (i.e. tandem plowing). Every effort will be put forth to maintain these streets during major snow event.

For safety reasons, Cul-de-sacs will be plowed from the center outward to the boulevard when possible.

4. Snow Removal

The Public Works Director or designee will determine if and when snow will be removed from an area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Snow on streets and sidewalks.

§ 96.03 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY

All snow and ice not removed from public sidewalks 12 hours after the snow and ice has stopped precipitating. Snow plowed or shoveled into a public street shall be declared a nuisance.

6. Priorities and Schedule of Streets to be Plowed

The city has classified city streets based on the street function, traffic volume and importance to the welfare of the community.

- I.** First Priority: “Main Arterial Streets” These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. They also provide access to schools and commercial businesses. Priority will also be given to parking lots and access to City Hall and Fire Stations.
- II.** Second Priority: Lower volume residential streets.
- III.** Third Priority: Alleys, city parking lots and cul-de-sacs.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

6. Work Schedule for Snowplow Operators

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts in excess of 40 per week. While work breaks are not guaranteed, generally operators will take breaks in accordance with city policy, provided the breaks do not interfere with city services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

7. Traffic Regulations

The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to safely disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety.

The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees,

8. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

9. Use of Sand, Salt, and Other Chemicals

The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

10. Mailboxes and other private property

It is the responsibility of property owners to keep their mailbox clear of snow for postal deliveries.

Damage to a mailbox is a risk that snowplow operators face during winter plowing requirements. The city will conduct a review of each mailbox damage claim to determine, whether the city has any legal responsibility for the damage and if so replace the mailbox. The mailbox and/or post must show signs of physical damage characteristic of being struck by city snow removal equipment. The act of snow itself coming off a plow and dislodging any component of a mailbox shall not be the responsibility of the city to repair. If the city, in its discretion, determines replacement is appropriate, the city will replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both which will be installed by the city.

Please refer to **Attachment #1 for tips on a properly installed mailbox from the United States Postal Service.*

Replacement or repair of objects in the right-of way area (ROW) is the responsibility of the property owner. This includes but is not limited to any landscaping, boulders, posts, fences, irrigation systems or improperly installed mail boxes as well as any other substantial objects in the ROW. If your lawn (grass/sod) is physically damaged by city snow removal equipment repairs will be made with black dirt and grass seed in the spring.

11. Garbage and Recycling Containers

Please do not place garbage or recycling containers in the street during a snow fall event until your street is plowed to full width. Containers can be placed in your driveway adjacent to the street and still be accessible for pick-up.

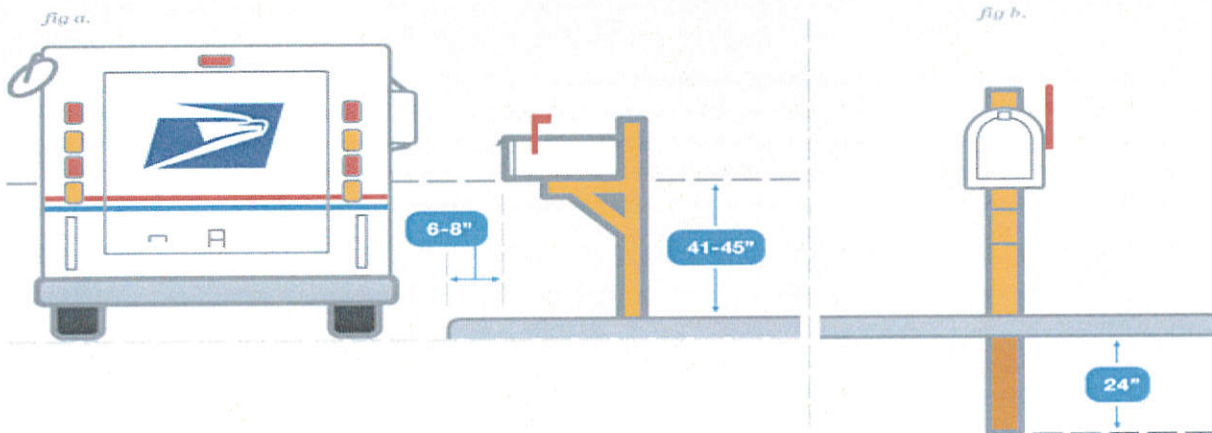
12. Fire Hydrants

Residents are encouraged to help the Public Works Department and Fire Department by clearing snow away from fire hydrants. This will allow the Fire Department adequate access to the hydrant in the event of an emergency. We ask you to clear the snow in a 5' area around the fire hydrant.

13. Deviation from Policy

The Public Works Director or designee may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such.

Attachment #1



Placing the Mailbox

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

Installing the Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

- **Cottage Grove**

Snow And Ice Removal Between November 1 And March 31 Following: Between November 1 and March 31 following no vehicle shall be left standing or parked on the streets of the city between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M. on any day. At all other hours during such period, on street parking shall be permitted only when the same does not interfere with the removal of snow and ice from the city streets, and vehicles so parked shall be removed from the street by their owners. If a motor vehicle is found in violation of this subsection a police officer is authorized to issue a citation and/or have the motor vehicle removed at the owner's expense.

Below is a list of Winter Parking Ordinances from neighboring cities.

- **Oakdale**

(a) Notwithstanding the provisions of Section 12-18 of this Article, between the first day of November and the first day of April following, there shall be no motor vehicle left unattended or parked on any street within the corporate limits of the City of Oakdale between the hours of 12:00 a.m. and 5:00 a.m.

(b) Following the accumulation of two (2) inches or more of snowfall in the city, it shall be unlawful for the driver or owner of any motor vehicle to park or leave standing such vehicle, trailer or implement on any street or alley within the corporate limits of the City of Oakdale. Parking may not be resumed on any streets or alleys until snow removal has been completed on said streets. Any police officer who finds a motor vehicle in violation of this paragraph or during an active snow removal operation shall attempt to contact the owner of the motor vehicle and require the owner to immediately remove the motor vehicle so as not to be in violation of this section. If the owner does not immediately remove the motor vehicle or the owner cannot be located, the police officer is authorized to have the motor vehicle removed pursuant to Sec.12-12 of this Article. (Ord. 772, 01/22/13).

- **Stillwater**

Winter Parking Regulations: The current City ordinance puts odd/even parking controls into effect from November 1 through April 1 throughout the City. All people will be required to park their vehicles on the odd numbered side of the street on odd dates and even numbered side of the street on even dates.

Note: The time between 7 p.m. and midnight of each day is a switchover timewhen vehicles can be parked on either side of the street.

These parking controls apply whether or not any snow has fallen. These parking regulations improve the City's efficiency in removing snow and eliminates confusion regarding snow emergencies and snow emergency routes.

- **Mahtomedi**

What are the winter parking regulations?

Mahtomedi's winter parking regulations commence on November 1 and run through April 1. During this time, no vehicles may park on any street from 1 a.m. to 7 a.m. Parking is also restricted at any time that snow accumulation equals or exceeds 3" until the street is cleared of snow.

- **Hugo**

Winter Parking - When can I park on street?

In order to expedite the prompt and efficient removal of snow from the streets of the city it is unlawful for any person to stop, stand or park any vehicle or trailer or permit the same to stand on any street within the city between the hours of 2:00 a.m. and 7:00 a.m. from November 1 until March 31 of the following year. At all times of the year it is unlawful for any person to stop, stand or park any vehicle or trailer or permit it to stand on any public street within the city between the hours of 2:00 a.m. and 7:00 a.m. after a continuous or intermittent snowfall, during which there has been an accumulation of two inches or more of snow on any street, until the snow has been plowed or removed to the full width of the street. In addition to the foregoing, at all times it shall be unlawful for any person to park any trailer on any street within the city for an excess of 72 consecutive hours. See the [City Code](#) for additional information on street parking, snow removal and the storage of large recreational vehicles.

- **Woodbury**

Winter Parking Regulations

With the start of the winter snow season, Woodbury residents need to be aware that the city's winter parking regulations once again are in effect.

To facilitate plowing, parking on city streets is banned between 2 a.m. and 6 a.m. from Nov. 1 through April 1. City ordinance No. 14-122 also prohibits on-street parking any time two or more inches of snow have accumulated, until after the street has been completely plowed. The two-inch guideline applies to any hour of the day, any time of the year.

The winter parking ordinance does not apply to private streets (marked with a blue street sign), only to public roadways. Residents who violate the ordinance will be issued an administrative citation.

- **Oak Park Heights**

Winter Parking Prohibition. Between the 1st day of November and the 31st day of March of the following year, no motor vehicle shall be left standing or parked on the streets of the City of Oak Park Heights during the hours of 1:00 o'clock a.m. and 6:00 a.m. Any vehicle which shall be left parked or standing in violation of the provisions hereof shall be removed without notice to the owner or operator 3 by the Oak Park Heights Police Dept. Or persons employed by them with said vehicle being stored in any appropriate place. All necessary costs and expenses of towing, removing, and storing of such vehicles shall first be paid by the person claiming the vehicle bet before the release of same.

- **Bayport**

Winter parking

Parking of vehicles on city streets and public property is permitted during the winter months, unless posted otherwise. However, vehicles parked on the street or public property must be removed after a snowfall of 2 inches or more, until the street or area has been plowed curb to curb. Vehicles that do not comply with this regulation, or that are parked on the street more than 24 hours may be ticketed and/or towed.

- **Newport**

Winter Parking Ban

In order to provide the most efficient and safest snow removal operation, the Newport City Council has implemented a Winter Parking Ban. The ban goes into effect beginning October 1st, and remains in effect until April 30th. This ban prohibits parking on either side of any street between the hours of 2:00 a.m. until 6:00 a.m.

- **St. Paul Park**

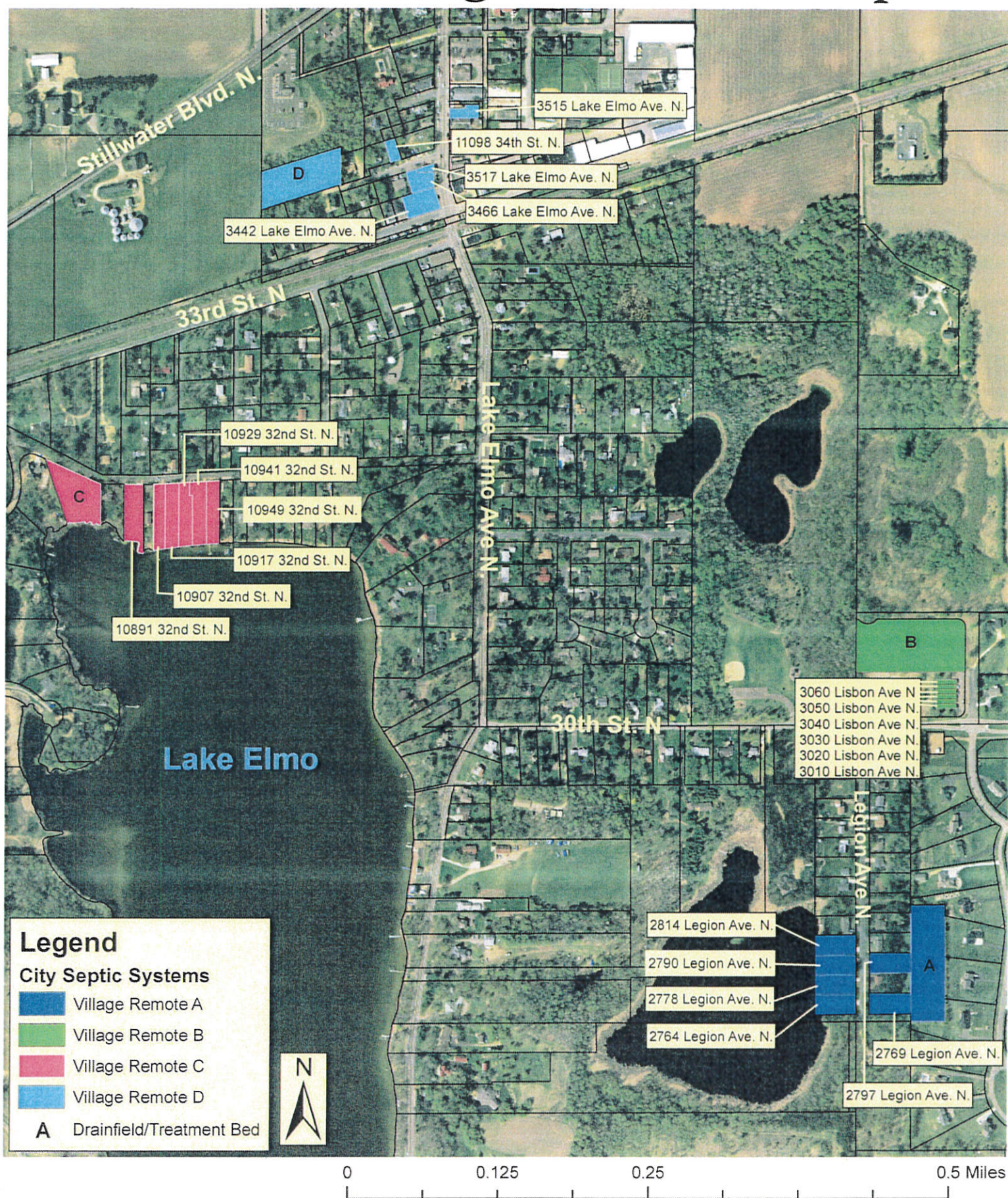
Ordinance 66-39 prohibits parking on any street between the hours of 2 a.m. and 6 a.m. between November 1 and April 1.

At all other hours during this period, on-street parking shall be permitted only when such parking does not interfere with the removal of snow and ice from city streets.

- **Cottage Grove**

Snow And Ice Removal Between November 1 And March 31 Following: Between November 1 and March 31 following no vehicle shall be left standing or parked on the streets of the city between the hours of two o'clock (2:00) A.M. and six o'clock (6:00) A.M. on any day. At all other hours during such period, on street parking shall be permitted only when the same does not interfere with the removal of snow and ice from the city streets, and vehicles so parked shall be removed from the street by their owners. If a motor vehicle is found in violation of this subsection a police officer is authorized to issue a citation and/or have the motor vehicle removed at the owner's expense.

Lake Elmo Village Area Public Septic



Lake Elmo Tri-Lakes Area Public Septic

